

## **UNIT ORDER #42 - CENTRAL PROPERTY â€“ PLACING A HOLD ON PROPERTY/EVIDENCE**

### **PURPOSE OF THIS ORDER:**

Internal Affairs Bureau (IAB) investigators may occasionally need to place a hold on property being held by the Central Property Unit. Placing a “hold” on property/evidence maintained at Central Property prevents its destruction and triggers a semiannual property status questionnaire to determine if the property should be held beyond the normal destruction date. This directive mandates the responsibilities of the IAB investigator who desires to initiate a hold on property/evidence, or wishes to continue an existing hold placed by another unit.

### **IAB Investigators shall include the IAB case number on all evidence they wish held by central property**

Investigators desiring to place a hold on evidence/property, shall call the Central Property Unit and provide the requested information. A new field on the Property Disposition Sheet was created as an additional reference number, including the IAB case number. Should an Internal Affairs Investigator deem it necessary to continue a “hold” on property that was placed by another unit, it is the investigator’s responsibility to contact the Central Property Unit via e-mail notification and to provide the IAB case file number to each item that he/she wishes to be held, and substitute their name as the listed investigator.

### **Investigators placing a hold on property shall update PRMS**

Investigators placing a hold on property shall ensure that Performance Recording and Monitoring System (PRMS) is updated by placing a “yes” to the “Property Held” field under the CASE INFORMATION category. In addition, the investigator shall place a “note” in the PRMS regarding the type of property and the justification for retaining it.

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Responsibility for completing the property disposition sheet

The Central Property Unit sends out a Property Disposition Sheet every six months for the purpose of determining if the property may be disposed of.

It is the investigator’s responsibility to complete the disposition sheet and send it back to Central Property. In the event that the requesting investigator has left the bureau, the responsibility of determining whether the property can be disposed of shall rest with the responsible team lieutenant.

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